

TAB

INDEX CARD CONTENT

| <u>Item</u> | <u>Card Data</u> | <u>PSD</u> | <u>IOS (SRD-III)</u> | <u>SRS</u> |
|-------------|---|------------|-----------------------------|-------------------------|
| 1. | a. Name | Yes | Yes | Yes |
| | b. AKAS | * | Yes | Yes |
| 2. | Ref. Source Data | Yes | Yes | Yes |
| 3. | a. Type of Case | Yes | Yes | Yes |
| | b. Separate Code for Impersonal & Personal Cards | No | No | No |
| 4. | Security No. | Yes | Yes | Yes |
| 5. | Date of Birth | Yes | Yes | Yes |
| 6. | Place of Birth | Yes | Yes | Yes |
| 7. | Information Code | * | Yes | Yes |
| 8. | Location & Occupation | * | ** | Yes |
| 9. | Citizenship | * | Yes | Yes |
| 10. | Sex | * | Yes | Yes |
| 11. | SRD Card Classification | - | Conf. | Conf. |
| | Recommended Additions | - | * Social Security No. | * Former Citizenship |

* C/PSD questions the value of placing these items in the record.

** If IBM card is a fixed field, Social Security number should be added in place of location and/or occupation.

TAB

Tape File Record Content

| <u>Items</u> | <u>Tag Code</u> | <u>Maximum Number of Positions</u> |
|-----------------------------|-----------------|------------------------------------|
| 1. Name | | |
| Personal | /N | 60 |
| <u>or</u> | | |
| Impersonal | /I | 60 |
| Title | /T | 10 |
| Maiden Name (Surname only) | /V | 30 |
| AKA or Alias | /A | * |
| Ming Numbers | /M | 16 |
| 2. Security File No. | /J | 12 |
| 3. Date and Place of Birth | /B | 16 |
| 4. Sex | /Y | 1 |
| 5. Last Known Citizenship | /C | 3 |
| 6. Location-year | /L | 13 |
| 7. Occupation-year | /O | 11 |
| 8. Reference Source Data | /D | * |
| 9. Information Code | /E | 1 |
| ** Type of Case (see below) | | |

The following items will also be included in the tape record which previously would have required trailers in addition to some of the items above to handle the information:

| | | |
|---|----|----|
| 10. Friend or associate | /F | 30 |
| 11. Kinfolk Reference & Relative SF Number | /K | 40 |
| 12. IRD Polygraph Number | /P | 6 |
| 13. Remarks | /R | * |

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The following items have been included:

- | | | |
|----------------------------|----|---|
| 14. Previous Citizenship | /X | 3 |
| 15. Social Security Number | /S | 9 |

The file retirement program now underway using the flexowriter paper tape output will be incorporated into the magnetic tape record:

- | | | |
|-----------------------------|----|----|
| 16. Retrieval Card Data | /W | 19 |
| Job Number, Box Number date | | |

The Study Team has added the following items:

- | | | |
|--------------------------------|--------------------------------------|---|
| 17. Index File Creation (Year) | (Will be programmed into the record) | |
| 18. Z Number | /Z | 9 |

** Note: Type of Case is in the formatted area of the card (will be columns 2 and 3.

The maximum number of positions for the tape record has been set for 400.
Based on this premise, these items combined with all other items cannot exceed the 400 positions.

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ITEMS TO BE DROPPED

The following items will be dropped from the present 3 x 5 card at time of conversion:

- *1. Street address of subject home or work (however, city and state will be retained).
- *2. Name of employer on subject and reference card (including U. S. Government departments).
3. Common nicknames.
4. Certain selected nonessential page number data of reference material.
5. Name of subject file on reference cards.

*DD/PPS suggested the dropping of these items be reconsidered. Action will be taken to include these items in the tape record.

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25X1A

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1-4 DEC 1963

MEMORANDUM FOR: Assistant Deputy Director for Plans

**SUBJECT : Compatibility of Proposed Office of Security
Index System with the [REDACTED]**

25X1A

1. Our Office appreciates your interest in the compatibility aspects of the two systems as expressed in your memorandum of 15 October 1963. After discussing the matter with the Office of Computer Services and with a representative of the DDP Systems Group, we will adopt the general rules for the formatting of personal names as proposed in Tab A of your memorandum.
2. By accepting your rules for personal names, this Office cannot be bound to changes of rules in the future once our project is underway, but any recommendations for changes will be reviewed as to feasibility of adoption in the conversion program. Conversely, we do not expect your Office to change its rules should it be necessary for us to adopt a rule change.
3. The Executive Director/CIA has approved the OS/SRD Index Project for the DDCI and plans are now underway to begin operations in early January 1964.
4. The Office of Computer Services has again reiterated willingness to work with the DDP Systems Group for the purpose of exchanging information and to utilize insofar as possible your technical and programming experiences.

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R. L. Bannerman
Director of Security

Distribution:
Orig. & 1 - Addressee

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ES/OS: [REDACTED] ttc (3 Dec 63, x6840)

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